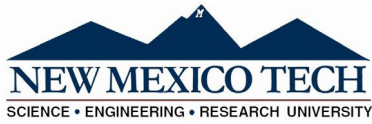


Posted: August 26, 2026



POSITION ANNOUNCEMENT

TITLE: MANAGER/PUBLICATION SALES OFFICE

DEPT: BUREAU OF GEOLOGY

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$54,000 - \$65,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 09/04/2026*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This position is responsible for daily operations of the Publication Sales Office at the Bureau. The successful applicant will oversee and be an active participant in all functions of this office. Responsibilities include, but are not limited to marketing; marketing inventory to NMBG community, NMGS community, local/state community as well as faculty/staff/student community; travel to events, cultivate vendor relationships, publication sales, departmental budgeting and accounting; inventories: curating inventory and product development; database management related to publications; internal and external support; phone/email/walk-in inquiries (from the public at large and the university community) related to geologic resources of the state, and the resources of the Bureau of Geology. This successful applicant will supervise and provide training to the Publication Specialist position as well as student employees in both the Bookstore and Museum.

JOBS FUNCTIONS:

Store operations and compliance: Oversees day to day operations of bookstore, including staffing, scheduling, opening/closing, managing cashdrawers, point of sale, bank deposits, daily sales logging

Marketing, inventory, and merchandising management: Responsible for overall marketing and networking efforts, including offsite presence at conferences and meetings, wholesales, advertising, and promotion of new Bureau publications; responsible for development of new products, curating inventory, vendor relationships, visual merchandising, and loss prevention

Sales and financial performance: Monitors KPI's, tracks budget, oversees and manages the day-to-day operating finances of the Bureau's printing services, which include large-format plotting, digital and specialty printing, binding, and other finishing work.

Team leadership and development: Supervise Publications Resource Specialist and student workers, responsible for training, performance evaluation, performance coaching

Responds to or directs inquiries from the general public regarding geology of New Mexico and the geologic resources available through the Bureau and other state and federal agencies. Problem-solving and customer resolution.

Manages Bureau relationships with the NMGS, including sale and inventory of NMGS publications, and

managing financial agreements between the Bureau and NMGS and NMGS Foundation.

REQUIRED QUALIFICATIONS:

Bachelor’s degree in Business or Marketing. Knowledge of Bureau of Geology’s mission and staff specialties. Excellent interpersonal skills. Accounting experience. Supervisory experience. Marketing experience. Database experience.

DESIRED QUALIFICATIONS:

Familiarity with publishing and/or publication sales. Printing services experience. Current, valid NM drivers license.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 12%	Pulling 2%
Pushing 2%	Lifting 6%	Stooping 2%	Kneeling 2%
Crawling	Climbing 2%	Reaching 2%	Other 1%

Apply to: nmtjobapps@npe.nmt.edu